

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service
Indian Health Service

Refer to: OAD

ALBUQUERQUE AREA INDIAN HEALTH SERVICE CIRCULAR NO. 2003-07

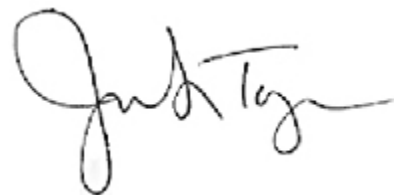
CHARTER
TECHNICAL ADVISORY GROUP

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1. **PURPOSE.** The Technical Advisory Group (TAG) provides leadership to the Albuquerque Area Indian Health Service support staff so they can carry out the IHS mission.
2. **GOALS.** Technical Advisory Group was established in order to:
 - A. Provide opportunities to interact with each other through networking and to explore ways to perform their jobs more effectively and efficiently.
 - B. Provide forum for formal education opportunities.
 - C. Ensure continuous emphasis on customer service, quality improvement and management.
 - D. Serve as advocates for support staff needs and opportunities.
 - E. Provide a professional interface and partnership with management and administrative support staff.
 - F. Motivate the support staff, both Area and Service Unit levels, to reach their highest possible level of performance.
 - G. Develop materials as references and guidelines to improve the quality of support staff products.

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Date:

- H. Provide support staff an opportunity to suggest methods to enhance the communication techniques between administrative support staff and the executive staff.
- I. Promote a professional image.
3. **MEMBERSHIP.** The Technical Advisory Group is chaired by the Secretary to the Area Director and is composed of Albuquerque Area divisions/programs support staff and Service Unit Chief Executive Officer's secretaries and support staff.
4. **RELATIONSHIP TO THE DIRECTOR'S STAFF.** The relationship between the TAG and the Area Director, divisions and service units is critical to the successful achievement of their goals. The effectiveness of TAG is dependent upon the support of the Area Director, Division Directors and Chief Executive Officers in promoting TAG programs with the Program Directors and the support staff within their offices. Primary communication is between the TAG Chairperson, Area Director, Division Directors and Chief Executive Officers. Equally important communication occurs between each program director and his/her lead secretary or program assistant coordinator.
5. **MEETINGS.** The Technical Advisory Group meets quarterly or at the call of the Chairperson during regular work hours.
6. **REPORTS.** The Technical Advisory Group will submit annual report on progress toward objectives and activities to the Directors of Albuquerque Area. Feedback from the annual report will be incorporated into the planning for the following year.
7. **FUNDING.** The Technical Advisory Group activities are funded through the Area Director's office account. The training activities that are sponsored by the TAG are included in the Albuquerque Area training budget.
8. **SUPERSESSION.** None
9. **EFFECTIVE DATE.** This circular becomes effective upon date of signature and shall remain in effective until canceled or superseded.

A handwritten signature in black ink, appearing to read 'J. Toya', with a stylized, cursive script.

James L. Toya, M.P.H.
Director, Albuquerque Area
Indian Health Service